

DISPATCH NO.

3 February 1956

TO: *All Class A Stations in the  
FE Area*

FROM: Finance Division

SUBJECT: General - Administrative  
Specific - Per Diem - Travel Allowances

REF:

**CONFIDENTIAL**

This Division has recently received questions regarding allowable travel costs, the answer to which we feel will be of interest to you. Accordingly, our reply to the dispatch presenting these questions is quoted below for your information and guidance:

1. As a matter of policy, travelers departing Headquarters PCS for duty in the Far East who use their personally owned autos for travel from Headquarters to the West Coast are allowed actual travel time not to exceed ten (10) days plus a reasonable and necessary time at the port of embarkation for confirmation of reservations, delivery of car, etc.

In determining a reasonable time at the port, the policy set forth in Section 135-22 of Foreign Service Regulations is applied. This section states:

'For time spent at ports of embarkation in the United States, the following period shall be considered as reasonably necessary:

- (a) When travel begins 300 miles from port of embarkation - 24 hours before scheduled flight or sailing time.'

2. In applying the above policy, due consideration is given to whether the departee arrives at the port on a regular business day when arrangements can be promptly handled with the offices concerned. For example, if arrival is on Friday too late to effect necessary arrangements for Tuesday departure and dispatch and/or other offices which must be contacted are not open on Saturday and Sunday, three days would be considered a reasonable period of time. In other words, the 24 hour period is interpreted to mean one normal working day.

3. In the specific case presented by you, assuming that the full day of 7 July 1955 was available to  and that it was a normal working day when offices of contact were open, it would appear that  should be limited to one (1) day's per diem at the port, in addition to actual travel time to the port, not to exceed ten (10) days' travel time.

Document No.	
No Change in Class.	<input type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To:	TS S <b>C</b>
Auth:	HR 78-2
By:	<span style="border: 1px solid black; display: inline-block; width: 50px; height: 1.2em; vertical-align: middle;"></span>

**CONFIDENTIAL**

4. With respect to military personnel traveling under the provisions of the Joint Travel Regulations, the same rules as to travel time are applied, except, of course, that no per diem is payable on the same day that mileage is payable.
5. The Finance Division has recently received a request for comparative cost interpretation, the reply to which we believe may be helpful to you in approaching similar questions. Accordingly, the reply is quoted in part below:

(a) The policy of holding travelers to cost by common carrier is not only valid but in conformance with the policy expressed in Agency Regulations [redacted] and Standardized Government Travel Regulations (Paragraph 12).

In order to justify deviation from the above policy both Agency Regulations and SGTR require that there be a determination that use of a privately owned automobile on a mileage basis is more advantageous to the government.

Paragraph 8c of [redacted] contains the determination that travel by personally owned automobile on a mileage basis is more advantageous to the government in any case when two or more persons (including children 12 years of age or over) travel together.

Responsibility for formalizing the determination as to mode of travel and reimbursement therefore rests with the officer authorized to approve travel orders. The terms of the approved travel order constitute the basis for examination and payment of claim by the Finance Division, and in the absence of contravention of regulations or law, are binding as to rates and methods of reimbursement for travel.

In accordance with the above, notwithstanding the number of persons traveling together, in any instance wherein the travel approving officer checks the block on the travel order which limits travel to comparative cost by common carrier, Finance Division is required to limit reimbursement to such cost - conversely, wherever determination is made that the mileage basis is more advantageous to the government and the appropriate block on the travel order is so marked, reimbursement will be effected on the basis established by the order regardless of the number of persons traveling together. In arriving at this determination as to the method of reimbursement, the travel approving officer is, of course, guided and limited by the applicable provisions of regulations, including [redacted]

In any case wherein the travel approving officer authorizes travel by privately owned automobile and fails to indicate by checking the appropriate block for the allowance for privately owned automobile, the travel order will be returned for completion.

S E C R E T

Approved For Release 2003/03/04 : CIA-RDP78-04914A000200140040-7

Page 3

- (b) 1. The cost of shipment of a privately owned automobile is not a proper addition to the constructive cost determination. (See memo from General Counsel dated 6 January 1956, copy Attached.)
2. In any instance wherein the traveler returns by surface, the cost of air freight would not be a proper addition to the constructive cost of travel by common carrier. If return from overseas was by air, such cost would be a factor in determining constructive cost.
- (c) As indicated above, cost of shipment of auto is not proper for consideration in determining constructive cost.
- (d) Although cost of shipment of auto is not a proper item for inclusion in determining constructive cost, the mode of transportation from the field station to San Francisco does determine the basis for cost determination of allowable costs. As indicated in DIR 41800 (OUT 69098) constructive cost is determined on the basis of the mode (air or surface) authorized, or if alternative modes authorized on basis of mode used over major portion of route.
- (e) The basis for the above determination is, we believe, supported by the references cited above. If, however, it is not clear or your office holds a different view on these matters we shall be glad to discuss the matter further.'
6. The additional material promised by [ ] cannot be made available until current revisions of regulations are published. As soon as these regulations are available, copies will be dispatched. In the meantime, if you have any further specific questions, we shall be pleased to receive them."

**CONFIDENTIAL**

25X1

25X1

Attachment

Distribution:

- 3 - Field Station
- 2 - Area Division
- 2 - Finance Division

FD/LEB:mhp

**CONFIDENTIAL**

25X1

Approved For Release 2003/03/04 : CIA-RDP78-04914A000200140040-7

Releasing Officer

Coordinating Officer

Authenticating Officer